

**Minerva Cataloging Standards Committee**  
**Chair Duties**  
**March 2013**

Committee Meetings

Agenda for meeting

Runs meetings

Sets date for meetings that do not fall during the roundtable meeting schedule

Help set goals for committee

Keeps on top of projects to ensure projects meet agreed timeline

Reports

Executive Committee (every other month)

Cataloging Roundtable (six need to be written and sent to person taking notes at the roundtable meetings)

Minerva Users Council (twice a year)

Notices on MinervaCats

Memos and or reminders (determined at committee meetings or via e-mail)

Notify catalogers when roundtable meetings are ready to request

Attendance Keeper will send chair e-mail when DVDs are ready

Reminders to libraries about attendance (sent in June and in September)

Proposals sent for feedback from catalogers

Other duties

Works with chair of Circulation Standards Committee when cataloging over laps with circulation issues

Works with Maine InfoNet staff and cataloging consultant

Work with secretary to make sure all necessary documents are saved at Maine InfoNet servers

Finds person to take notes during Cataloging Roundtable meetings (generally a committee member)

Upon request sends out MARC 791 applications